

## Variance Request

R501-1-2. "Variance" means a temporary deviation from an administrative rule.

R501-1-9. Variances.

1. A licensee shall not deviate from any administrative rule without first receiving written approval of variance to a specific rule, signed by the Director of the Office of Licensing or the Director's designee.

2. The Director of the Office of Licensing, or the Director's designee may grant a variance to the administrative rules of the Office of Licensing, if the Director or the Director's designee determines that a variance: a. is in the best interests of the client; and b. may be granted without compromising any health and safety requirements.

Name of program requesting a variance \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Person requesting \_\_\_\_\_ Title \_\_\_\_\_

Date this form completed \_\_\_\_\_

Office of Licensing Rule for which variance is requested \_\_\_\_\_

Description of variance requested

---

---

---

---

How will the licensee ensure the best interests of the client will be maintained?

---

---

---

---

What procedures will be implemented to ensure the health and safety of all clients?

---

---

---

---

What date would this variance need to begin? \_\_\_\_\_

What would be the expiration date of this variance? \_\_\_\_\_  
(Variances may not exceed 1 year.)

This form must be submitted to the licensor for this program. The licensor is required to add their recommendation and forward it on to their Supervisor.

Attach additional information if needed to answer the above questions.